

SUNLAND WATER DISTRICT

Board of Commissioners

Meeting of March 14, 2017

MINUTES

Purpose

Regular Meeting

Call to order: 9:00 a.m.

Attendees:

Commissioners Putnam, Friess and Larison; Mike Langley, Manager; Karen Shay, Bookkeeper, Judy Gamble, Office Assistant, and visitor, SunLand 17 resident David Jelin.

Minutes:

The minutes of the February 14, 2017 meeting were approved as presented.

Manager's Report:

District Manager Michael Langley presented his report (see attached). He noted that Richard Sleeper has obtained certification with the Washington State Department of Ecology to a Level 1 Wastewater Treatment Plant Operator.

Financial Report:

Karen Shay presented financial reports through 2/28/17. She will speak with Jennifer Sweeney, SLOA treasurer, regarding any unanswered financial questions between the SWD and SLOA.

Vision: Discussion was held regarding the comfort level both Karen and Judy have with using the Vision software program. Both Judy and Karen expressed that they have varying degrees of confidence using the various modules of Vision but over-the-phone training is helpful and knowledge is increasing.

2018 Planning: There was discussion regarding the need for planning to implement the meter program as we go forward. See New Business below.

Old Business:

- a. **John Lewis' Request for Information:** Mike Langley has provided a packet of information regarding SWD's authority and process for determining water and sewer service charges requested by Mr. Lewis on February 14, 2017. Mr. Lewis has not commented on the information provided. The Board asked Mike Langley to follow up with Mr. Lewis. The package consisted of a cover letter and data as follows:
- SWD Policy #96, Water and Sewer Fees, dated March 13, 2012
 - SWD Commissioner's Meeting Minutes of October 13, 2016
 - SWD Commissioner's Meeting Minutes of November 11, 2016
 - SWD Final Budgets of 2016 and 2017
 - SWD Water Metering Program Genesis dated May 25, 2016
 - Copy of a PowerPoint presentation given to the SunLand community in May 2016
- b. **New Office:**
- Changes and costs: Mike distributed proposals for three (3) new change orders and related cost estimates submitted by the contractor; namely, Changes 6, 7 and 8. The Board approved Change Order 6 for an entry counter and additional lower and upper cabinets in the conference area. A decision was made to defer further discussion and action on Changes 7 and 8 to a later date. Mike also distributed a list of six (6) previous change order proposals, only two of which he had approved; (i.e, sewer pump station and line extension and 2-cool zone heaters). A third change order to install a 200 Amp power panel in the barn for \$5,316.51 was authorized by the Board as it is a safety issue that must be done.
 - Payments to contractor: All invoices presented by the contractor thus far have been paid.
 - Moving date has changed but Mike is confident we will be moved in before May 1st.
- c. **Status of meter/meter settler installation.** Mike Langley provided a list of the remaining 22 small and 3 large meters to be installed in Sunland. Planning and implementation of the meter program is important and should be discussed in depth; therefore, a separate meeting was scheduled for March 28, 2017 at 9 a.m.
- d. **To Do List:** The "Office To Do List" of last November was reviewed and updated. Karen Shay noted that the State audit of SWD originally scheduled for early this year will take place in the Fall.

New Business:

- a. **Resolution 107:** The Board passed and signed Resolution 107, "Appointment of Agent to Receive Claims for Damages (RCW 4.96.020)". The Resolution must be recorded with the Clallam County Auditor. The cost for filing one page is \$73.00.
- b. **Department of Ecology:** The fees will be going up next year for disposal of waste water. There was general discussion regarding the fees, licenses, and permits the SWD is required to pay each year. Karen offered to work on a list of these annual expenditures and due dates.

Checks & Vouchers: – Karen presented a payment voucher and Judy presented a transfer check for signature which will be submitted to the County. All documents were signed by Commissioners Putnam, Larison and Friess.

Executive Session – Personnel: Discussion was held regarding the recent separation of a former employee and contractor termination. Assurances were made that appropriate payroll separation payments have been made to the employee and there were no known open issues with either person at this time.

Office hours of current staff was discussed and the availability of funding for additional hours should they be necessary.

Adjourn: The meeting was adjourned at 10:35 a.m.

Respectfully submitted,
Judy Gamble
Office Assistant